

# **City of Santa Barbara CITIZEN PARTICIPATION PLAN**



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## **CITY OF SANTA BARBARA CITIZEN PARTICIPATION PLAN**

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*Council: Harwood "Bendy" White, Dale Francisco, Frank Hotchkiss, Grant House, Michael Kathleen Self, Randy Rowse*

### **COMMUNITY DEVELOPMENT/HUMAN SERVICES COMMITTEE**

Housing Interests  
Youth-Oriented Services  
Human Services  
Senior Community  
Business Community/Economic Development  
Downtown Neighborhood  
Disabled Community  
African-American Community  
Lower Westside Neighborhood  
2-Eastside Neighborhood  
Housing Authority Commission  
2-Westside Neighborhood

### **COMMUNITY DEVELOPMENT PROGRAMS STAFF**

Paul Casey, Community Development Director  
Brian Bosse, Housing and Redevelopment Manager  
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Please visit the Community Development Programs website  
<http://www.santabarbaraca.gov/Resident/Health/CDBG/>

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# **CITY OF SANTA BARBARA**

## **Community Development Block Grant Program**

### **CITIZEN PARTICIPATION PLAN**

#### **INTRODUCTION**

This Citizen Participation Plan (CPP) has been prepared in accordance with U.S. Department of Housing and Urban Development CDBG Program Regulations 24 CFR 570 specifically § 570.431 and in connection with the City of Santa Barbara's Consolidated Plan for Community Planning and Development programs and the Consolidated Annual Performance Evaluation Report.

The CPP offers residents of the City of Santa Barbara an opportunity to participate in an advisory role in the planning, implementation and assessment of CDBG activities undertaken by the City of Santa Barbara. The CPP provides for, and encourages, citizen participation and emphasizes participation by persons of low or moderate-income residents, particularly residents of predominantly low and moderate-income neighborhoods, slum or blighted areas, and areas in which the City proposes to use CDBG funds.

Ultimate responsibility and authority for final decisions regarding the Consolidated Plan resides with the City Council. Nothing herein shall be construed to restrict the responsibility or authority of the City for the development and execution of its community development programs and execution of its Consolidated Plan.



## **BACKGROUND**

In 1974, the federal government enacted the Federal Housing and Community Development Act. Title I of this Act combined several previous categorical programs into a single program named the “Community Development Block Grant” (CDBG) program.

Congress designed the CDBG program to enhance and maintain viable urban communities. The CDBG program accomplishes these goals by providing decent housing, suitable living environments and expanded economic opportunities, principally for low and moderate-income persons.

The U.S. Department of Housing and Urban Development (HUD) administers the CDBG program through grants to local and state jurisdictions. The adoption of the 1995 Consolidated Plan final rule furthers the City’s ability to address needs of Santa Barbara.

### **1. U.S. Department of Housing and Urban Development**

The mission of the U.S. Department of Housing and Urban Development (HUD) is “to create strong, sustainable, inclusive communities and quality, affordable homes for all.”

HUD’s vision is “To improve lives and strengthen communities to deliver on America's dreams.”

HUD’s five-year (2010-2014) Strategic Plan with goals and outcome measures can be read at

[http://portal.hud.gov/portal/page/portal/HUD/program\\_offices/cfo/s  
tratplan](http://portal.hud.gov/portal/page/portal/HUD/program_offices/cfo/s tratplan)

Goal 1: Strengthen the nation’s housing market to bolster the economy and protect consumers

Goal 2: Meet the need for quality, affordable rental homes

Goal 3: Utilize housing as a platform for improving quality of life

Goal 4: Build inclusive and sustainable communities free from discrimination

## Goal 5: Transform the way HUD does business

### **2. Office of Community Planning and Development**

The Office of Community Planning and Development (CPD) of the U.S. Department of Housing and Urban Development seeks to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expanded economic opportunities for low- and moderate-income persons. These goals come out of the mission of HUD to “create strong, sustainable, inclusive communities and quality, affordable homes for all.” The primary means towards this end is the development of partnerships between all levels of government and the private sector, including for-profit and non-profit organizations.

Consistent with these objectives, the Office of Community Planning and Development has developed a set of underlying principles that are used in carrying out its mission.

- a) Community building begins with job creation, employment, and creation of safe, decent and affordable housing.
- b) Planning and execution of community development initiatives must be bottom-up and community driven.
- c) Complex problems require coordinated, comprehensive, and sustainable solutions.
- d) Government must be streamlined to be made more efficient and effective.
- e) Citizen participation in Federal, State and local government can be increased through communication and better access to information.

CPD seeks to encourage empowerment of local residents by helping to give them a voice in the future of their neighborhoods; stimulate the creation of community based organizations; and enhance the management skills of existing organizations so they can achieve greater production capacity. Housing and community development are not viewed as separate programs, but rather as among the myriad elements that make up a

comprehensive vision of community development. These groups are at the heart of a bottom-up housing and community development strategy.

## **PURPOSE**

Provide citizens with reasonable and timely access to local meetings, information, and records related to:

1. Consolidated Plan for the proposed use of CDBG funds
2. The Consolidated Annual Performance and Evaluation Report (CAPER)
3. Provide for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including but not limited to the development of needs, the review of proposed activities, grant award process and review of program performance.
4. Provide for timely written answers to written complaints and grievances; and
5. Identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

## STANDARDS

The City of Santa Barbara Community Development CDBG program shall encourage, support and provide for Santa Barbara's citizen participation in the Consolidated Plan and Evaluation process and programs and shall meet the following standards:

1. All aspects of citizen participation shall be conducted in an open manner by giving citizens timely notice of local meetings and reasonable and timely access to local meetings, information, and records relating to the grantee's proposed and actual use of CDBG funds including, but not limited to:
  - a. The amount of CDBG funds expected to be made available for the coming year, including the grant and anticipated program income;
  - b. The range of activities that may be undertaken with those funds;
  - c. The estimated amount of those funds proposed to be used for activities that will benefit low- and moderate-income persons;
  - d. The proposed CDBG activities likely to result in displacement and the applicant's plans, consistent with the policies developed under §570.606(b) and the Uniform Relocation and Real Property Policies Act (URA) and Section 104(d) of the Housing and Community Development Act, for minimizing displacement of persons as a result of its proposed activities; and
  - e. The types and levels of assistance the applicant plans to make available (or to require others to make available) to persons displaced by CDBG-funded activities, even if the applicant expects no displacement to occur;
2. Provide technical assistance to all eligible sub-grantees who serve or represent persons of low- and moderate-income and other special

needs groups within the community when applying for CDBG funding.

3. Hold a minimum of two public hearings for the purpose of obtaining citizens' views and formulating or responding to proposals and questions. Each public hearing will be conducted at a different stage of the CDBG program. Together, the hearings must address community development and housing needs, development of proposed activities and review of program performance. There must be reasonable notice of the hearings and the hearings must be held at times and accessible locations convenient to potential or actual beneficiaries, with reasonable accommodations including material in accessible formats for persons with disabilities.
4. Meeting the needs of non-English speaking residents in the case of public hearings where a significant number of non-English speaking residents can reasonably be expected to participate;
5. Respond to citizen complaints and grievances, including the procedures that citizens must follow when submitting complaints and grievances. The CPP must provide for timely written answers to written complaints and grievances within 15 working days of the receipt of the complaint, where practicable.
6. Encourage citizen participation, particularly by low and moderate-income persons who reside in slum or blighted areas and in other areas in which CDBG funds are proposed to be used.
7. Publish proposed application in order to allow citizens to:
  - a) Examine the application's contents to determine the degree to which they may be affected;
  - b) Submit comments on the proposed application; and
  - c) Submit comments on the performance of the City's CDBG activities
8. Prepare and submit to HUD the final Consolidated Plan and Evaluation Report modified as appropriate based upon related comments and views received during the Citizen Participation

process. The final plan and report shall be made available to the public and shall include:

- a) Community development objectives
- b) Projected use of funds
- c) Community development activities and results

## **STRUCTURE**

In order to involve the general public, particularly the citizens affected by Consolidated Plan activities, this Plan consists of a three-tier (level) structure.

1. *The General Public:* receives notification of information on the amount of funding available, eligible activities, Consolidated Plan, major revisions and amendments. Information is disseminated through the media, and when appropriate, in mail-out packets distributed to key organizations. It is also made available at convenient locations within the City and placed on the City's web site.
2. *The Community Development Human Services Committee (CDHSC):* acts as the official advisory committee to City Council on Consolidated Plan activities and provides continuity of citizen participation throughout all stages of the program. The CDHSC encourages citizens and citizen groups to take the opportunity to use their meetings as a community forum for providing/seeking information and introducing projects on community development. The CDHSC reviews and prioritizes all suggestions for use of Community Development Block Grant funds and the City's Human Services funds and makes recommendations to City Council on the Consolidated Plan. Representation on the Committee is community-wide with Consolidated Plan target area recipients represented by Neighborhood Planning Councils if available and other Consolidated Plan recipients represented by a variety of special interest organizations. The CDHSC holds monthly meetings on the fourth Tuesday of the month at 6:00 p.m. are noticed in accordance with the Brown Act and are open to the public.

The CDHSC has six main responsibilities:



- a. To advise City Council of the priority of City projects or programs to be funded by Community Development Block Grants. Any change to the CDBG program exceeding \$100,000 or the deletion or addition of any activity shall be deemed a substantial change; a period of not less than 30 days will be provided to receive comments on a substantial change.
  - b. To advise City Council on Consolidated Plan, amendments and programs revisions including the reallocation of funds and designations of new activities or locations.
  - c. To recommend guidelines to City Council for new programs to be administered with Community Development Department using Block Grant or Human Services funds.
  - d. To survey and identify the needs of the community as they relate to the Consolidated Plan.
  - e. To monitor these projects or programs for contract compliance
  - f. To review actions the City may plan to implement pursuant to 570.606 (b) to minimize displacement of citizens and to review types and levels of assistance the City will make available to displaced citizens (see attached resolutions on displacements and relocation).
3. *Boards and Commissions:* Advisory groups (task force, committees, boards, councils and/or commissions) may be created by the City Council to help advise, prepare plans or review other City programs that are potentially related to the Consolidated Plan. Such groups are encouraged to send a committee representative to the CDHSC or include CDHSC committee members at their meetings. (Such groups include the Neighborhood Advisory Council and The South Coast Homeless Advisory Committee).

## **CRITERIA**

Significant criteria for citizen participation are detailed below:

1. *Transparency*

Documents and written material pertaining to the Consolidated Plan will be available on request during normal working hours at the Community Development Department and will be posted on the Department's website. [www.santabarbaraca.gov](http://www.santabarbaraca.gov) Such documents include all mailings, records of hearings, key documents, five years of evaluation reports, proposed and approved applications, explanations of program requirements and regulations governing the Consolidated Plan program.

2. *Technical Assistance*

The Community Development Department is committed to helping qualified community groups maximize the use of CDBG funds and to ensure compliance with CDBG program regulations and related federal statutes. The City holds an annual workshop/orientation to assist agencies in developing proposals. This assistance does not include the provision of funds to the groups nor does attendance and the training guarantee funding.

3. *Public Hearings*

Public Hearings are held to obtain citizen views and respond to citizen comments/recommendations/questions on the Consolidated Plan and Performance Evaluation Report.

One Public Hearing is held on funding recommendations for CDBG and Human Services funds.

One Public Hearing will be held on the Consolidated Plan.

One Public Hearing will be on the City's Community Development Performance Report.

Notice of public hearings will be given at least seven days prior to the time of the hearing. The notice will include the time, date, location and the topics to be discussed at the hearing. Interpreter services shall be provided when a significant number of non-English speaking persons can be expected. The City will comply with Executive Order



13166 of August 11, 2000, Improving Access to Services by Persons with Limited English Proficiency, in all citizen participation activities.

4. *Response to citizens*

Citizens are given the opportunity to provide comments at public hearings. These comments will be reported in the Consolidated Plan with any resulting actions, if any, taken. Any written comments, complaints and grievances regarding the Consolidated Plan or Performance Evaluation Report are responded to in writing to within 15 working days of the receipt of the complaint, where practicable.

5. *Encourage Citizen Participation*

The City of Santa Barbara Community Development CDBG program encourages citizen participation in all its activities and in the Consolidated Plan activities by publishing notices (see below), having open meetings allowing for public comment, and by providing televised coverage and streaming internet video coverage of public hearings.

6. *Publishing Notice of Hearings*

By publishing notices of Public Hearings, the City of Santa Barbara allows citizens to:

- a) Examine the contents to determine the degree to which they may be affected;
- b) Submit comments on the proposed plan; and
- c) Submit comments on the performance of the applicant

7. *Consolidated Plan*

- a) The City will publish a notice for a 30-day public review period, which shall include information as to where copies of the draft plan may be found and how members of the public can provide comment.
- b) The Draft Action Plan shall be made available no later than April 10 of each year in print form at the City Library, City

Clerk's office, and Community Development office, and on the City's website.

- c) Following the 30-day public review period, Community Development Programs Staff shall submit the Action Plan to the Los Angeles HUD Field Office no later than May 15 of each year (45 days prior to the start of the program year) unless a written extension of time is requested and received.
- d) Print copies shall be available at the Santa Barbara Public Library, the City Clerk's office, and the Community Development Programs Division office; a copy shall also be posted on the City's web site.

8. *Consolidated Annual Performance Evaluation Report*

- a) The draft CAPER shall be available for a fifteen-day (minimum) public review period in September each year together with information on how to provide comment and/or questions.
- b) Print copies shall be available at the Santa Barbara Public Library, the City Clerk's office, and the Community Development Programs Division office; a copy shall also be posted on the City's web site.
- c) The City shall submit the final CAPER with public comments and City responses to the HUD – Los Angeles Field Office no later than September 28th each year, or within ninety days following the close of the program year.
- d) Print copies shall be available at the Santa Barbara Public Library, the City Clerk's office, and the Community Development Programs Division office; a copy shall also be posted on the City's web site.

## **Sub-grantee**

### **Application and Award Process**

#### *1. City Council Participation*

Since Congress appropriates all HUD program funds annually, the City Council will act to apply for CDBG funds annually and determine, based on the amount of CDBG funds available to the City and the recommendations of the Community Development Human Service Committee recommendations, the use of funds each year.

Community Development Programs Division will seek approval and direction from the Council concerning the process, priorities and uses of CDBG public service funds each new program year.

All City Council actions will be conditional upon the availability of funds.

#### *2. Application Release and Schedule*

The Santa Barbara City Council directs the combined application for Community Development Block Grant (CDBG) and Human Services funds to be released each year.

Council also approves the schedule and process by which funding recommendations will be developed. The schedule will be determined annually by Community Development Programs Staff based upon the following general guidelines:

September/October	Site Visits
October	Public Hearing – CAPER & Release of Application
	Notice of Funding Announcement

November	Mandatory Orientation/Training
	Application Period Opened
December/January	Application Period Closed
January	Review Period
February	Applicant Interviews
	Rankings/Recommendations compiled by CDHSC
March	Public Hearing – Action Plan & Recommendations
June	Contracts / MOU prepared and executed
July 1	Beginning of Program Year

### *3. Solicitation of Applications for CDBG Funds*

In order to ensure maximum participation, flyers with the funding availability announcement, information on requirements and the orientation are mailed to all agencies that expressed an interest in applying during the previous year and to those who have applied for funding in the past two years. Current grant recipients are also e-mailed the funding announcement and the time, date and location of the mandatory orientation. In addition, notices are placed in at least two local newspapers (for example, the Daily Sound and Santa Barbara News Press), a news release is disseminated to the local media, and the announcement is posted on the City of Santa Barbara's web site informing the public of the opportunity to apply and the orientation workshop.

### *4. Assistance to Applicants*

An internet based on-line application submission process will commence for the FY 2013 application cycle. This process will ensure consistency, save applicant, committee and staff time, save paper and printing costs and streamline the application process over-all.

A mandatory Application Orientation/Technical Assistance workshop is held for all prospective applicants each year. The purpose of the workshop is to explain any program changes, the allocation process and to answer any questions relating to funding requirements, criteria and priorities.

Community Development Programs staff will present and answer questions on program guidelines, applicant and activity eligibility requirements, the National Objectives for the programs, local objectives and priority activities in the City's five-year Consolidated Plan, and application requirements.

Staff will be available for technical assistance from the beginning of the application period until 4:30 p.m. on the deadline date for submission.

#### *5. Review of Applications by Staff*

Community Development Programs Division staff will review the applications after submission to ensure that the applications are complete, and that the applicant and proposed program qualify for funding under U.S. Department of Housing and Urban Development regulations, as well as the City's five-year Consolidated Plan. Staff will also review information on the applicant to ensure that the applicant is an eligible nonprofit organization.

Once this review is complete, applicants are given the opportunity to meet with staff to review any errors, omissions and/or corrections to their application. Applicants are then given a specific time frame to make corrections and finalize application. After the final deadline, any further access to the application by the applicant is blocked.

City staff will keep original applications of agencies awarded CDBG funds for subsequent use in preparation of contracts

#### *6. Community Development Human Services Committee (CDHSC)*

The Community Development Human Services Committee shall have up to thirteen (13) members representing each of the following:

Housing Interests

Youth-Oriented Services

Human Services

Senior Community

Business Community/Economic Development

Downtown Neighborhood

African-American Community

Disabled Community

2-Eastside Neighborhood

Housing Authority Commission

2-Westside Neighborhood

The composition of the committee shall to the greatest extent possible reflect the diversity goals of the City in terms of age, gender and racial/ethnic representation. Each year, members of the Committee shall choose a chairperson. Members shall read and abide by guidelines concerning conflicts of interest as defined in this manual. All meetings shall be subject to the Brown Act, be noticed and open to the public.

#### *7. CDHSC Application Review*

City staff will review with the Committee the National Objectives, criteria and priorities established by City Council. Local objectives demonstrate the City's priorities for community development; all CDBG-funded programs must meet one of the National Objectives and one or more of the local objectives. City staff will provide information to the Committee as to the maximum amount of

funds available in the CDBG and Human Services programs and the amounts that can be allocated for public services and capital projects.

Members of the committee shall review applications thoroughly and fairly, and shall evaluate the proposals on the basis of information provided in the application and according to the evaluation criteria. Members should refrain from independent investigation of particular programs or agencies. Members may ask City staff for additional information, which, if available and pertinent, will be provided to all members.

Committee members should review the previous reports of grant recipients to ascertain how well an agency is fulfilling goals and objectives set forth for the program. Staff will provide results of performance reports to the committee which will include, but will not be limited to the following:

- a) The amount of CDBG funding received by an applicant organization from the City in the past two years, if any;
- b) The extent to which applicants have collaborated with other agencies or community organizations to deliver and/or expand services;
- c) The extent to which a proposed program complements or expands upon existing services provided by other agencies or organizations, or duplicates existing services without demonstration of additional unmet needs;
- d) The extent to which previously-funded organizations have met program objectives, satisfied contract obligations, and expended allocated funds in an efficient, appropriate and timely manner;
- e) How closely the proposed project meets National Objectives, local objectives in the Consolidated Plan, and local priorities as determined by the City Council;
- f) Whether the applicant organization is new or has significantly expanded their services

Reports on performance by sub-grantees will also be provided to the City Council upon request and always when a subrecipient has failed to perform according to contract.



Should credible information be provided to Staff concerning a program's current performance and staff determines the information directly impacts either current funding or proposed funding, staff is obligated to report such information to all CDHSC Members.

#### *8. CDHSC Site Visits*

CDHSC members shall annually conduct on-site visits to all currently funded projects, many of which apply annually.

#### *9. CDHSC Applicant Interviews*

The CDHSC shall conduct interviews with all of the applicants over several days depending upon the number of applicants.

Applicants will be given the opportunity to make up to a 10-minute presentation before the CDHSC to explain their program and funding request. There will be a 5 minute question and answer period.

Time must be strictly enforced to be fair to all participants.

Committee members shall treat all applicants with respect, and without regard to personal beliefs, be non-confrontational and shall not interject personal viewpoints on particular issues into interviews or committee discussions.

#### *10. CDHSC Scoring and Ranking of Applications*

Following the interviews, Members shall individually score applications on the basis of objectives, criteria, priorities, information provided in the application, past performance, current performance, and upon the applicant's interview.

Members shall not give particular proposals unusually low or high scores in an attempt to influence unfairly the overall ranking by the committee. In cases in which the score of one member is significantly different from that of all other members, that score will be discarded.



Any request for clarification of an application or for additional information on an applicant organization shall be directed to City staff. Such information if available and appropriate will be conveyed to all members.

Members shall not be influenced by information that is not publicly available concerning the operation, management or staff of applicant agencies or organizations when rating the application. However, should credible information be provided to Staff concerning a program's current performance and staff determines the information directly impacts either current funding or proposed funding, staff is obligated to report such information to all CDHSC Members.

Committee members shall judge applications solely on the merits of the application and the objective criteria. Members should not be influenced by their personal convictions or viewpoints. If a member feels that she/he cannot judge an application fairly and impartially, conflict of interest provisions as discussed herein shall apply.

### *11. Rating Criteria*

Each of the 5 major categories listed below is worth up to 5 points for a total score of 25 points.

AGENCY: Track record, Board of Directors, diversity, marketing

PROGRAM: Qualifications (management and program staff), extent to which the program addresses a National Objective, extent to which the program addresses a Local Objectives, Need for the program, Meets Priorities, Goals and Objectives, Monitoring, Service, Measurable outcomes, Collaboration and partnerships

NEED: Extent to which the program provides a clear Community Benefit, Unduplicated service

CLIENTS: service to low income clients, composition/diversity

FINANCES: Budget and finances, Record-keeping, accountability, accounting, internal controls, revenues and expenses, past performance Prior experience with CDBG or other federal funds

All applicants who pay a Living Wage to all staff for which CDBG/Human Service funds are requested, as described in Chapter 9.128 of the City of Santa Barbara Municipal Code, receives a “Bonus” point. The total ratings for each proposal will be averaged in order to ensure the most equitable evaluation of each application.

## *12. CDHSC Funding Recommendations*

After rating each applicant, the CDHSC members suggest funding amounts (if any) for each applicant.

A Subcommittee is selected by the full Committee to fine-tune the funding suggestions based on the full committee’s average rating and average recommended funding amount.

The Committee deliberates on the Subcommittee’s recommendations. Final recommendations are approved by majority vote.

In years when CDBG entitlement amount is not known, an estimated amount will be used. The amount of funds awarded may be adjusted as per Council-approved contingency plan. This plan is utilized when the CDBG entitlement differs from the estimate. The contingency plan ensures the City does not exceed the fifteen percent public services cap.

Funding recommendations and contingency plan (if needed) are submitted to City Council for approval. A Public Hearing is held on funding recommendations for CDBG and Human Services funds.

## *13. Conflict of Interest Declarations*

Before discussion of applicant organizations and agencies, CDHSC members shall declare relationships, if any, with applicant organizations or persons associated with the applicants.

This may include:

- Serving as a Board member of or volunteer in an applicant agency or organization;
- Membership or participant in activities of an applicant agency or organization;

- Direct contributor to an applicant agency or program;
- Beneficiary of the activities or services of an application agency or program; and
- Any connection with the applicant that would constitute or that could be perceived to constitute a conflict of interest.

When the member has a perceived or real conflict of interest with an applicant organization, the member shall refrain from ranking the application and shall withdraw from the interview with the applicant and any discussion of the merits of the application.

Members shall also declare any personal interest in an organization that is in direct competition with an applicant organization that may cause them to rank the application other than strictly on the merits of the application. Committee members who have been involved with the preparation of an application shall withdraw from consideration of that application.

#### *14. Public Participation and City Council Action*

Responsibility for the appropriation of all CDBG and Human Service funds rests with the City Council, but HUD regulations require a certain level of public participation as outlined herein. Public participation is accomplished through a series of public hearings and opportunity for public comment on the annual Action Plan prior to the submission of the Action Plan to HUD. The City shall follow this Citizen Participation Plan as set forth in the Consolidated Plan and Action Plan.

a) The City Council shall hold a public hearing in March at which the CDHSC shall present its recommendations to the City Council and the draft Action Plan. Applicants as well as other members of the public will have opportunity to address the Council according to established procedures for public hearings. The hearing will be announced at least seven business days in advance. The City shall follow guidelines from the U.S. Department of Justice concerning implementation of Executive Order 13166 Improving Access to Services for Persons with Limited English Proficiency

b) Citizens are given the opportunity to provide comments in writing prior to the hearing addressed to Community Development Programs Supervisor, P.O. Box 1990, Santa Barbara, CA 93102 and in person at public hearings. Any

written comments, complaints and grievances regarding the recommendations are responded to in writing to within 15 working days of the receipt of the comment, complaint or grievance, where practicable. These comments will be reported in the Consolidated Plan with any resulting actions, if any, taken.

The City Council shall take action to accept, modify or reject the recommendations and contingency plans (if any) at the public hearing

## **Annual Review and Availability**

This Plan shall be reviewed annually. If determined that, due to changes in the City's Consolidated Plan, citizen participation and input, City Council action, and/or changes in HUD regulations, the CPP will be updated and revised to ensure that the general public, particularly the citizens affected by Consolidated Plan activities are always included in the process and given the opportunity to participate in all activities covered by the CPP.

The Citizen Participation Plan is available upon request at the Community Development Programs office (630 Garden Street, Santa Barbara) during regular business hours or online

<http://www.santabarbaraca.gov/Resident/Health/CDBG/>